



APPLICATION FOR CITY VEHICLE LICENSE AND RETURN OF TANGIBLE PERSONAL PROPERTY

INSTRUCTIONS: This form must be completed by every person who owns or holds a motor vehicle, boat or trailer in Alexandria on or after January 1 each year, or who sells, trades or otherwise disposes of such property previously reported. Please file this form with the Revenue Administration Division within 30 days of acquiring a vehicle, moving into Alexandria with a vehicle, or disposing of a vehicle.

Last Name	First Name	Middle Initial	(Trade Name, if Business)
-----------	------------	----------------	---------------------------

Name of Co-Owner, if applicable

Street Number	Street Name	Telephone (Home)
---------------	-------------	------------------

City	State	Zip	Telephone (Work)
------	-------	-----	------------------

Social Security No. (Federal Empl. I.D. if Business)	Co-Owner's SSN
--	----------------

Please complete the applicable section below and sign the declaration

VEHICLE ACQUIRED OR BROUGHT INTO ALEXANDRIA

Vehicle (car, truck, motorcycle, motorhome, etc.):

Make	Year	Model	Body Style
------	------	-------	------------

Number of Cylinders	Gross Shipping Weight	Base Price
---------------------	-----------------------	------------

Vehicle Identification Number	Month:	Day:	Year:
	Date Acquired or Brought into Alexandria		

Trailer (house, boat, camper, utility, etc.):

Trade Name	Year	Type	Identification Number	Gross Weight
------------	------	------	-----------------------	--------------

Cost	Month:	Day:	Year:
	Date Acquired or Brought into Alexandria		

If in active military service, are you a legal resident of Alexandria, Virginia?

Yes ☐ No ☐ If no, please call (703) 838-4560 for further information.

VEHICLE TAX RELIEF CERTIFICATION

Effective January 1, 2003, vehicle owners must certify the use of a vehicle to be either personal or business on an annual basis. Failure to certify qualifying vehicles for tax relief provided by the Personal Property Tax Relief Act of 1998 will result in the loss of the tax reduction on your tax bill.

Vehicle is used more than 50% for business purposes ☐

Vehicle is used less than 50% for business purposes ☐

Vehicle is used for personal use only ☐

I certify that unless otherwise indicated as business use, the vehicle(s) listed herein are for personal use.

Signature of Taxpayer

DISPOSAL OF PREVIOUSLY REPORTED VEHICLE

Vehicle (car, truck, motorcycle, motorhome, etc.):

Make	Year	Model	Vehicle Identification Number		
			Month:	Day:	Year:
City Vehicle License Decal Number			Disposal Date		

Trailer (house, boat, camper, utility, etc.):

Trade Name	Year	Type	Identification Number	Gross Weight	
			Month:	Day:	Year:
Cost			Disposal Date		

DECLARATION

I declare that the statements and figures herein are true, complete and correct to the best of my knowledge and belief. NOTE: It is a misdemeanor in the Commonwealth of Virginia for any person to subscribe a return which he or she does not believe to be true and correct as to every material matter.

Signature of Owner	Date	Signature of Co-Owner	Date
--------------------	------	-----------------------	------